

EEO 7A MONTHLY TRAINING REPORT

INSTRUCTIONS: The original and one copy of this report are due in the office of the MDT Engineering Project Manager by the **10th day of the month following the training**. A report must be submitted for each trainee in an approved training slot on each project.

Project No: _____ Report Covers Month of: _____
 Designation: _____ Pay Periods: _____ through _____
 Contractor: PRIME _____ SUB _____ Replacement: (circle one) Yes No
 Contractor's Name: _____ Original Trainee: _____

Ethnicity: (circle one) Native American Spanish Asian Black White
 Gender: (circle one) Male _____ Female _____
 Trainee Name and Address: _____ Date Trainee Started on this Project: _____

_____ Trainee Received copy of Training Report:
 _____ (circle one) Yes No
 Source Trainee was Recruited From _____

Trainee Classification: (circle one) LABORER OPERATOR TEAMSTER CARPENTER
 Apprentice Classification: _____

PLEASE RATE TRAINEE IN THE FOLLOWING AREAS

*U= Unacceptable *N= Needs Improvement S = Standard A= Above Standard *E=Excellent

Safety	Product ivity	Quality	Understai ding	Attitude	Attenda ce	Total H ours This Mc nth	Total H ours To Date

If U, N or E please explain:

Additional comments regarding trainee's progress this month:

Trainee's Signature: _____ Date: _____

Trainer's Signature: _____ Date: _____

Project Superintendent's Signature: _____ Date: _____

MDT Engineering Project Manager's Signature: _____ Date: _____

MDT's EPM will verify all information against payrolls, time cards and diary entries and will submit a signed copy to the Civil Rights Bureau.

REVISED 8/02

SUPERINTENDENT'S TRAINING REPORT

PROJECT #:

PROJECT NAME:

INCLUSIVE TRAINING DATES: FROM _____ TO: _____

CONTRACTOR: _____ TRAINER: _____

TRAINING OFFICER:	TRAINEE:
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CATEGORIES & HRS.	
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[illegible]

Hrs

[illegible]

Hrs.	
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Hrs.	
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Hrs. _____

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Hrs.

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HRS =	COMMENTS

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